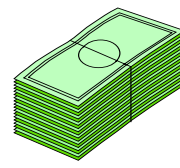
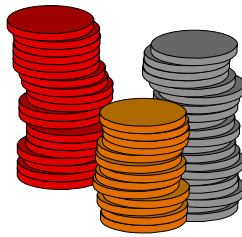
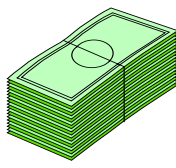




OVERSEAS BENEFITS / ENTITLEMENTS (FOREIGN AREAS)



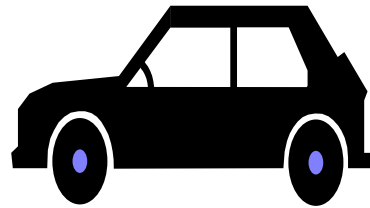
1. Advance of Pay
2. Foreign Transfer Allowance (FTA)
3. Separate Maintenance Allowance (SMA)
4. Temporary Quarters Subsistence Allowance (TLA)
5. Living Quarters Allowance (LQA)
6. Post Allowance (PA)
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1. Advances of Pay

Employees assigned to a foreign area may be advanced up to 3 months basic compensation without consideration of additional compensation of allowances or differentials. Procedures for obtaining an advance are contained in DoD Financial Management Regulation, Vol. 8, Chapter 3, Paragraph 0309. Consult the 435 MSS/DPCE allowances technicians at DSN 480-5774. An advance may be requested after arrival at the foreign post. The advance authorized must be repaid in not more than 26 pay periods. ONLY one advance salary request is authorized.

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2. Foreign Transfer Allowance (FTA)

The FTA includes a miscellaneous expense and a subsistence expense portion allowance.

The miscellaneous expense portion is granted to employees who PCS to Ramstein AB. This expense assists with certain extraordinary costs incurred at the overseas post; such as, utility fees or contract deposits, converting appliances to available utilities, automobile registration, telephone installation, and similar charges. Miscellaneous expenses are paid through the travel voucher form,

DD Form 1351-2. JTR, Vol. 2, Chapter 9 covers miscellaneous expenses and includes allowable rates. Submit travel voucher to 435 CPTS/FMF, Building 2108.

The subsistence expense portion (i.e. stateside hotel) is granted up to 10 days before departure. The final departure must be from the US post of assignment. The initial occupant (employee or family member age 12 and over) receives a daily rate not to exceed the maximum per diem rate for the locality from which transferred. Other family members, age 12 and over, receive 75% of the per diem rate. Family members under 12 receive 50% of the per diem rate. The subsistence expense portion is paid on a SF-1190, Foreign Allowances Application, Grant and Report. Submit to 435 MSS/DPCE, Building 2120, Room 215.

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3. Separate Maintenance Allowance (SMA)

SMA is granted when additional expenses are incurred for maintaining family members elsewhere than at the post of assignment. SMA may be granted at the convenience of the Government (involuntary), at the convenience of the employee (voluntary), or for a temporary period of time. The annual rates are established under DSSR, section 260, para 267.

- a. Voluntary (permanent) SMA may be granted based on special needs or hardships including, but not limited to, career, health, educational, or family considerations for the spouse, children, or other family members. SMA will not be granted, however, under the following circumstances:**

- 1) Separation or divorce. SMA is not intended, nor can it be used, to maintain a second home because of a spouse's desire to separate from the employee. As soon as a spouse**

- separates with the intent of applying for a divorce, SMA is no longer payable.**
- 2) A child's legal custody is vested wholly, or in part, in a person other than the employee or employee's current spouse. In the case of joint legal custody, the employee must certify that the child will not reside with the other parent.**
 - 3) A child, brother, or sister at age 18 or older, unless attending secondary school. In the latter case, the employee must certify that SMA will be terminated within 3 months from the day the child leaves secondary school.**
 - 4) The family member is residing within the same country or within 300 miles (one-way) in a different country.**
- b. SMA may be granted when the employee is separated from the family member and the separation is for a period of at least 90 consecutive calendar days.**

Voluntary SMA is in lieu of all other allowances, travel and transportation for the family member on whose behalf it is paid. At the time of assignment, the employee must elect to have the family member included on the travel order or request voluntary SMA. The request must include names, ages of children, if applicable, and circumstances involved. A statement from the personal physician must be included for health reasons. A request to change an election of SMA may be made only under exceptional circumstances.

Requests for voluntary SMA should be submitted in advance of departure, through the stateside processing Civilian Personnel Flight (CPF) or losing overseas CPF. Retain a copy for your gaining CPF.

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4. Temporary Quarters Subsistence Allowance (TQSA)

TQSA reimburses an employee for hotel or other temporary lodging expenses incurred overseas up to the maximum daily allowable rate for each family member. TQSA is paid, based on receipts, up to 3 months after arrival at the overseas post or until occupancy of permanent quarters, whichever is sooner. The maximum daily rate is based on the per diem rate for the area. The sponsor receives 75% for the first 30 days, 65% for the second 30 days, and 55% for remaining days. For dependents over 12 years of age, 50/45/40% of per diem rate. For dependents under 12 years of age, 40/35/30% of per diem rate. Meals and laundry are reimbursed as a flat rate maximum allowable.

TQSA may be paid for up to one month prior to departure from an overseas activity.

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5. Living Quarters Allowance (LQA)

LQA is not granted when government-owned or leased quarters are provided without charge. LQA reimburses an employee for allowable living expenses (i.e. rent and utilities) up to the maximum annual rate for the employee's post or assignment, grade, and family size. LQA is specifically intended to be a recruitment incentive for US citizen civilian employees living in the US to accept Federal employment in a foreign area. If a person is already living in the foreign area, that inducement is normally unnecessary.

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6. Post Allowance (PA)

PA is paid to full-time employees assigned to overseas posts where the cost of living, exclusive of quarter costs, is substantially higher than in Washington DC. The annual amount is based on salary and family size.

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7. Post Differential (PD)

Employees assigned to certain overseas posts where environmental conditions differ substantially from those in the United States are paid PD. The amount is 10, 15, 20, or 25 percent of basic pay depending on the extraordinarily difficult living conditions, excessive physical hardship, or unhealthful conditions at the post.



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8. Educational Travel

Employees may be reimbursed to send their children for one round trip between the post and the United States within one 12-month period for college education purposes. The age limit extends up to (not including) the 23rd birthday. The student must attend a university or college, including 2-year junior or community colleges, for a full-time program at the undergraduate level which offers academic courses leading to a degree. The round trip may be taken at any time within the 12-month period. Round trips or portions thereof not taken cannot accumulate to a subsequent period. The

anniversary date for authorizing subsequent round trips is established 12 months after the child begins the first annual round trip. Dependent students over age 21 but under age 23 who are not eligible for PCS travel, may be authorized student travel from the school to the post. This one-way travel constitutes completion of the first round trip. The anniversary date for authorizing future round trips will be 12 months after the child could have first used educational travel (i.e., normally 12 months from employee's arrival at the post). An acceptance/completion letter from the school administration must be furnished, stating that student is enrolled on full-time basis through the end of the school year or that student has completed the school year on a full-time basis, when student travel is requested.

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9. Federal Income Tax

Post differential and the miscellaneous expense allowance are included as gross income for tax purposes. All other allowances described above are tax free.

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10. Travel and Transportation - JTR, Vol. 2

a. Family members are normally authorized concurrent travel unless the availability of off-base housing is limited.

b. Shipment or storage of household goods is authorized up to 18,000 pounds net. Employees assigned to a weight-restricted area may ship 4500 pounds net. One privately owned vehicle (POV) may be shipped to most overseas posts. Reimbursement for mileage to deliver the POV to the port facility is authorized.

c. The tour of duty under an initial transportation agreement (TA) is 36 months unless otherwise specified. Renewal Agreement

Travel (RAT) is authorized for the purpose of returning home to take leave for employees who complete their initial tour of duty and sign a new TA for another tour of duty at the same or another overseas duty station. The renewal tour is generally 24 months.

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11. Home Leave

Employees recruited in the United States may accumulate 45 days maximum annual leave and earn and accrue home leave. The earning rate depends on whether a Post Differential (PD) is authorized at the post. For example, employees assigned to duty posts where no PD is paid earn 5 days during each 12 month period; at posts where a 10 percent PD is paid, employees earn 10 days of home leave for each 12-month service abroad. Home leave may be taken only in the United States. An employee must serve 24 months before home leave may be granted. Home leave may be taken in conjunction with TDY, renewal agreement travel or travel at the employee's expense.

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12. Overseas Privileges

Employees recruited in the United States may have their children enrolled in a DoD dependent school on a space required, tuition-free basis. Employees and their family members may use all base facilities, including the base exchange, commissary, education center; and recreation, child care, open mess and medical facilities. They must, of course, pay applicable fees and charges including those for medical care.

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